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May 9-1~~CONFIDENTIAL~~

19 OCT 1955 EO-8727

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ATTN :

Director of Training

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Class. CHANGED TO: TS S C

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: \_\_\_\_\_ By: \_\_\_\_\_

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Request for Graphic and Audio-Visual  
Training Materials, \_\_\_\_\_25X1  
1. The survey of the training mission conducted by the Chief, [redacted] Instructional Services Branch, OTR, established an immediate need for a program which would alleviate the existing lack of proper graphic and audio-visual materials for the normal operation of the [redacted]. Another responsibility of the surveying officer was to establish a plan of graphic production of training aids and visual materials for instruction. A sizable part of the production of the aids, and the procurement of art, graphic, and audio-visual supplies would normally be handled by local facilities. Additional material, not readily available locally or else that which might best be provided by Headquarters personnel, would be handled through normal liaison with Headquarters.25X1  
2. Prior to the departure of the Chief, [redacted] ISB, a number of verbal requests were submitted to the Training Aids (TA) Office for handling. A statement was made at the time that there was an extreme urgency for the materials requested. The additional recommendations for graphic and audio-visual materials listed herein are based primarily on information obtained by the Chief, [redacted] after a check was made of the available supply stock on hand.25X1  
3. A detailed listing of supplies, materials, training aids, and miscellaneous audio-visual equipment needed by the [redacted] for normal daily operation is indicated below for your information and appropriate action. Commentary notes under each item or group of items will clarify the specifics of each, express the availability of the materials, and the action, if any, by ISB/TR.25X1  
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a. The listing of the necessary supply items which should be stocked for normal operation and are not readily available locally: [redacted] will endeavor to package and ship a reasonable initial shipment of certain items to alleviate the existing [redacted] [redacted] stock shortages. This will enable the [redacted] officer to continue routine operations of the Unit during the time lag which would ensue after a supply request has been submitted for processing, and until such time as the [redacted] officer has taken stock of the situation.~~CONFIDENTIAL~~~~SECRET~~

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- 1) Oil paints, Japan colors (sign writers' paints)
- 2) Plastic spray (Krylon)\*
- 3) X-acto knife set, with additional blade supply
- 4) Drafting triangles, French curves, miscellaneous sizes.
- 5) Tracing cloth, 36" width roll\*
- 6) Patterned "Zip-a-tone" papers, miscellaneous sheets
- 7) Airbrush water colors, various colors
- 8) Acetate colors, "Cell-flex", miscellaneous colors, including neutral gray range
- 9) Acetone inks, transparent type, colors
- 10) Black drawing inks (Higgins)\*
- 11) Drawing inks, miscellaneous colors\*
- 12) Muslin, or sheet linen, for mounting maps
- 13) Wheat paste or flour pastes for mounting maps

\*These items should be checked through [redacted] channels for probable purchase.

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b. Spray-gun equipment, artists' airbrush with motor-driven air compressor, plus additional hose and spare parts for upkeep and routine repair. The preferred type would be a Paasche, Model V, with No. 1 and No. 2 replaceable nozzle tips. The number of additional spare parts should be sufficient for normal two-year operational maintenance of the equipment.

c. All paper stocks and supplies should be routinely obtained and requested through proper [redacted] channels. Special paper stocks may be requested from Headquarters, but before such action is taken, consideration should be given to substitutions which may be supplied by the [redacted]. The normal consideration, when ordering, is that at least a one- to two-year stock be requisitioned initially.

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d. Permafilm, a self-adhering and transparent adhesive film (Cellulose acetate) to be used in preserving and protecting the training charts and maps. This film is waterproof, dustproof and weatherproof, and can be used to better advantage than the plastic sheeting presently in use. It is available from the BIEFANG PAPER COMPANY, INC., Metuchen, New Jersey. Price: Permafilm, single-coated dull finish, 50 feet x 24 inches—\$10.75.\*

\*Special-size rolls and sheets may be made to order.

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e. A complete color set of poster colors (water-base paints), to include the five basic colors: red, yellow, blue, black and white (at least four pints each); and additional colors: brown, orange, green, violet (two pints each).\*

\*The colors are not available locally [redacted] and a further check must be made to establish whether these and the supplies listed below might be obtained from other local sources.

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f. Recording equipment, tape, magnetic. The suggested type and model best suited for daily operation in the area is described below:

The Webster-Electric Tape Recorder, microphone and a five-watt-rated output amplifier included. Inputs for microphones and for radio and record player, 8-inch built-in speaker, plays on single track with oxide in,  $7\frac{1}{2}$  inches per second speed, rewind speed at 75 inches per second. Has a "jack" for external speaker and recording volume indicator.

g. Projection screen and slide projector equipment, as requested by the staffs, should include the following recommended items:

1) Projection screen: Day-Lite Screen, Model B, wall or ceiling type, with hangers. The surface is crystal beaded, mildew and flame resistant fabric. The size ranges from 36" x 48" to 72" x 96". The large screen is priced at \$68.25.

2) Projection screens are available through proper [redacted] The two screens listed herewith are listed in the [redacted] and in all probability are usable for instructional purposes in the area:

a) Screen, projection, spring roller, mounted for tripod-Hanging type II, 37" x 50" (Day-Lite Type Screen) [redacted]

b) Screen, projection, spring roller, mounted for tripod-Hanging type II, 50" x 67", (Day-Lite Type Screen). [redacted]

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3) Slide projector: American Optical Company, Model D (Catalog No. 3488), projects 3 $\frac{1}{2}$ " x 4"-slides, single frame 35 mm. film strips, manual operation--two-way slide carrier; 12-inch lens for slides, 3 $\frac{1}{2}$ -inch for film strips, 500-watt lamp 500T20P convection cooled; AC/DC current; a 2" x 2" slide carrier can be obtained extra.

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## ROUTING AND RECORD SHEET

**INSTRUCTIONS:** Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM: C/ISB/SS/TR 2033, R&S				TELEPHONE	NO.	EO-8727	STAT
					DATE		
TO	ROOM NO.	DATE		OFFICER'S INITIALS	TELEPHONE	COMMENTS	
		REC'D	FWD'D				
1. DTR	11a.						
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[redacted] has seen. STAT

Says this memo spells out  
the equipment needed by Training  
Aids Officer at [redacted] as  
ascertained by Leo during his  
trip. He has already discussed  
this requirement with [redacted]

*J*